

**CALIFORNIA STATE SENATE
JOB ANNOUNCEMENT
ASSISTANT CONSULTANT
SENATOR HUESO**

Position description: Under the supervision of the Chief of Staff, the Assistant Consultant is responsible for preparing written policy analyses and tracking legislation in a diverse portfolio of policy areas, providing timely and accurate information to the Chair, Senate leadership, and members of the Committee, and effectively coordinating and communicating with legislative staff, representatives of state government agencies and departments, advocates, and other interested parties.

Position qualifications: Candidates must have experience and knowledge of the legislative and committee process, ability to maintain a high level of analytical proficiency, and/or the ability to develop strong programmatic expertise. Candidates with background and familiarity with bi-national affairs between California and Mexico are preferred. Candidates must also have the ability to foster positive working relationships and work in a team environment.

Duties: The Assistant Consultant will draft Committee and Floor analyses, negotiate legislation, present policy rationale to the Chair, organize oversight and informational hearings, staff legislation, and prepare speaking points for the Chair.

Skills: Candidates must have the ability to independently manage a substantial workload under strict deadlines (requiring working nights and weekends as necessary); analyze complex legislative proposals and succinctly communicate the policy implications, both orally and in writing; demonstrate initiative and creativity in developing amendments to improve policy and clarify the intent of legislative proposals; develop strong programmatic expertise in relevant policy areas; exhibit maturity, quick and positive judgment, fairness, and professionalism.

Education:

Baccalaureate degree required.

Pay range and filing deadline:

Salary starts at \$4,534 plus benefits. Applications received until position is filled.

Submit Senate Application, resume and cover letter to:

Chief of Staff

Ana Molina-Rodriguez

Ana.molina@sen.ca.gov